

## Minutes for JRUUC Board Meeting

March 16, 2016

**Time Keeper:** Jeanne      **Observer:** Andy      **Opening Words:** Elaine  
**Closing Words:** Kelly      **Check-In:** Mary      **Minister of Delight:** Charlie

Present: Barb, Virginia, Andy, Rev. Karen, Elaine, Mary, Charlie, Kelly, Jeanne

1. Welcome, chalice lighting and opening words
2. Read Board Covenant, review roles, and adopt the agenda. Charlie moved, Kelly seconded, approved unanimously
3. Check-In question. What makes you feel balanced and/or unbalanced?
4. Approve February Meeting Minutes with typos fixed. Charlie moved, Mary seconded. Approved unanimously
5. Consent Agenda: Please read ahead of time via email/no vote needed.
  - a. Building: Virginia
  - b. CPETF: Kelly/Barb
  - c. Finance Report: Jeanne
  - d. FUN(d)raising: Elaine
  - e. Kitchen: Charlie
  - f. Library: Andy
  - g. Membership: Andy
  - h. Nominating Committee: Andy (new)
  - i. ~~Operating Budget: Virginia~~
  - j. ~~SJC: Kelly~~
  - k. Minister's Report: Karen
  - l. RE: Mary
  - m. Stewardship/Endowment: Barb
  - n. Worship: Doug
6. BOT Goal Focus Teams
  - a. Bylaws amendments team (Jeanne, Barb, Elaine): Communications/Input? Jeanne wrote an article for April Newsletter about the upcoming bylaws amendment forums on Apr. 3 and 24. Barb also wrote an article about the endowment resolution forums. We will combine both on Apr. 24. Barb sent around new endowment fund Resolution with slight corrections.
  - b. Establish governance structure team (Charlie): The Governance task force charge was finalized and sent out to board members.
  - c. Policy development team updates:
    - i. Create charges and develop membership for committees and task forces, using previously researched resources (Andy). There was a question about the evaluation statement. Kim, Karen and Charlie will work on that. We will

vote on three new draft charges in April (library, membership, nominating).

Send feedback and questions to Andy.

ii. Review and evaluate Covenant of Right Relations (Virginia, Doug):

Findings were emailed to us. The general consensus was that people want a Covenant, they like it, and they would like it to be shorter to make it easier to remember. This will not be voted on at this year's meeting. This is one of a number of issues to bring to the congregation for vote, and maybe there should be a second meeting next year. Maybe formalize this.

7. Policy & Procedures Binder update (Elaine).

a. Key Policy and Last to Leave documents – Discussion. Elaine found a key policy from April 2013 that could use some more development. She is looking for a volunteer to work on this. Ask the safety policy task force (Bev and Grant). Elaine asked if key holders should be responsible for implementing the Last to Leave policy or assign someone else to follow it. We thought this was a good idea. The Key Holder policy will have a provision to instruct key holders, they will be given a copy of the Last to Leave policy.

b. Share the Plate Guidelines (approved by SJC). Charlie moved to adopt the guidelines with the revision that we exclude bullet 4 in the first section. Jeanne seconded. Approved unanimously.

8. *Governance & Ministry* Chapter 4 Discussion (Charlie). Karen gave a concise summary to help understand the difference between governance and ministry, and therefore what are committees and what we might call teams: Things that governance produces come back to the board; things that ministry produces go out to congregation and the world. Some examples would be that fundraising, membership, PJS and staff are ministry. Staff in this context includes volunteers. Do we want to rename some committees as teams? Charlie will send out next month's reading assignment by email.

9. DRE Search Committee Update (Mary). They have decided to extend the deadline to widen our pool. They will post in more places: Craig's list, another university place, Idealist.com. These will cost money, and we have a budget for this.

10. SJC would like BOT to approve Cindy Rudd joining the Council (Kelly). Charlie moved approval, Elaine seconded, approved unanimously.

11. Stewardship Team would like BOT to discuss the allocation of the money in the reserve fund. (Virginia or Barb). We discussed the 5 pillars of Congregational Management and agreed that we should change some of the balance sheet entries. The finance committee also agreed with this. Charlie moved to create a line item called the Major Maintenance and

Replacement fund and add this to the balance sheet. Mary seconded. Jeanne moved to change the name of the money market fund to the Emergency Fund. Charlie seconded. Approved unanimously. We will ask the Stewardship team to create a policy around using the Major Maintenance and Replacement fund. We will ask Stewardship and Finance to suggest a number to seed this fund with.

12. Operating Budget Process Explanation (Virginia). Last year a task force formed to set a policy for developing an operating budget. This year a committee—consisting of the Executive committee (Karen, Virginia, Charlie), a Stewardship representative (John Mathis) and assistant treasurer (Derek Peterson)—formed to create the budget. They asked all committees for numbers, determined appropriate staff salaries, and will bring a budget to board next month. This will go out to congregation ahead of the Congregational meeting.
13. Discussion of Elizabeth's insurance costs and policy regarding coverage (Karen). There are two issues: 1) We budgeted for a cheaper plan, and Elizabeth bought more expensive one. 2) Elizabeth would like to convert to her husband's insurance, and asked if we could apply our payment policy to Sam's plan. This will save money over the UUA plan. Kelly moved that we agree to continue funding 40% of Elizabeth's premiums and 25% of Sam's using his insurance, and we pay for the overage for this fiscal year, \$938.53, out of the emergency fund. Barb seconded. Approved unanimously.
14. MFC evaluation process (Karen and Virginia). Karen needs to be renewed three years (not necessarily consecutively) for preliminary fellowship. She renewed last year and has two to go. The BOT needs to fill out an evaluation. We will divide into pairs and fill out 1-2 categories. **Board members will email each other the sections they have completed by May 2**, and we will discuss further during our May board meeting. After that, one person will compile it all and rewrite it in one voice. It needs to leave here by June 17. The roles are assigned as follows: 1. Counseling and Pastoral Care: BW, JL. 2. Practical Arts: JL, DE. 3. Organizational Ministry: CM, DE. 4. Personal and Professional Growth: VH, BW. 5. Teaching (all ages): AS, MW. 6. Worship: VH, MW, 7. Denominational Activities: KK, CM. .Prophetic Outreach: KK, EP.
15. Mosaic Makers Conference August 26-28, St. Paul (Karen), about racial justice and multicultural work. Encouraged to attend are the minister and staff, some board representative(s), key leaders and social justice, and anyone else interested. Karen will send more info by email.
16. James Phillips' temporary absence letter (Virginia).
17. No-staff Huddle. Should we do something for Sara Goodman, our departing DRE? Yes. Mary will check with the RE committee.

18. Next Meeting **Wednesday, April 20, 630-800 pm**

Time Keeper : Charlie; Observer: Doug; Opening Words: Barb;

Closing Words: Andy; Check-In: Kelly; Minister of Delight: Mary

19. Sign Up for Board Rep at Services -

20. Check Out: Process Observer

21. Closing Words & Adjournment